



FEMS Congress 2019

Parents: how to register for a creche place

Open your favourite browser. Go to www.tinyurl.com/nipperbout

PLEASE NOTE: THE REGISTRATION SYSTEM HAS UNDERGONE CHANGES from June 8th 2018

ON YOUR VERY FIRST VISIT:

You should come to a system page with the Nipperbout logo with pink and blue buttons. Click on **Register**

In the text boxes that appear please add the following:

Enter your name into First Name

Enter your family name into Surname

Enter your account Email Address

Enter the event code **FEM070719**

Click **Register**

Enter a Password of your choice and Confirm the Password

Click **Continue**

IF YOU ARE A RETURNING PARENT:

Go to www.tinyurl.com/nipperbout

Click on **Register** (You will be able to connect to your original account)

In the text boxes that appear please add the following:

Enter your name into First Name (as detailed in your existing account)

Enter your family name into Surname (as detailed in your existing account)

Enter your account Email Address (as detailed in your existing account)

Enter the event code **FEM070719**

Click **Register**

Enter a Password of your choice and Confirm the Password

Click **Continue**

THEREAFTER:

Click **Login** and enter your email and chosen password.

1. Enter your details, 2. Enter your children's details, 3. Register each child for the event

Click **SUBMIT**

WHAT IF YOU HAVE FORGOTTEN YOUR PASSWORD?:

Go to www.tinyurl.com/nipperbout

Click on "Forgotten Password"

Enter your email address for your registration account

Click **Reset**

Enter the Password Rest Code that will have arrived in your Inbox

Click **Reset**

Create a memorable Password, Confirm the Password and Click [Continue](#)

THREE STEPS TO COMPLETING CRECHE REGISTRATION:

Once you are within the Nipperbout Online Registration system layout:

1. Go to [MyInfo](#)

Enter responses to all questions, especially if the boxes are in red

2. Go to [My Children](#)

Enter responses to all questions, especially if the boxes are in red. Questions about **needs** and **medical** will alert Nipperbout to additional care requirements

3. Go to [Events and Sessions](#)

i) Either (if you can see the event creche you wish to attend)

Click on the [View, change or submit your registration](#) button.

Or (if you cannot see your chosen event)

Click on [Register for a new event](#) button; enter **FEM070719** click **Return**

ii) Enter responses in the '[Criteria](#)' section. Then click **Done**

iii) '[Register](#)' your child for the conference sessions. View session options.

Then click **Done**

iv) Grant '[Consents](#)' and then click **Done**

v) Click on the [SUBMIT](#) button

Return to [MyInfo](#) and click on [Log Out](#)

You will receive an email confirming receipt of your registration request.

Problems? email registration@nipperbout.com